

CA-PMM

Project Name: Human Resource Management System (21st Century) Project

OCIO Project #: 0840-70

Department: State Controller's Office

Revision Date: 6/3/09

Status Report

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Stage II Contract Negotiations continuing	Not on critical path	Watch
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	BE filed lawsuit against Project in Bankruptcy court	May pull staff time away from the Stage 1 activities increasing risk of missing critical items or delaying Stage 1	
9. Are there any staffing problems?	Yes	Several staff vacancies		Reference issue 2009-003

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes		Reference issue 2009-003

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Completed all Critical Design Element presentations to Contractors 6/4/09 - 3 weeks ahead of original schedule

Received first deliverable 5/21/09 - Assessment and Cost Benefit of Project Artifacts

Finalized Risk Management and Schedule Management Plans

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Award Stage I Contracts	4/30/09	4/30/09	Completed		4/30/09
Contractor start date for Stage I	5/4/09	5/4/09	Completed		5/4/09
Stage I Deliverable 1 Due	5/21/09	5/21/09	Completed		5/21/09
Completion of Stage II contract terms and conditions negotiations	5/27/09	6/25/09	Rescheduled	Was not on critical path; any further delay could result delay to Stage II proposal submission	
Stage I Deliverable 2 - Track I Draft Due	6/9/09	6/9/09	On Track		
Stage I Deliverable 2 - Track II Draft Due	6/24/09	6/24/09	On Track		
Stage I Deliverable 2 - Track III Draft Due	7/8/09	7/8/09	On Track		
Stage I Deliverable 2 - Final Due	7/8/09	7/8/09	On Track		
Submission of Stage II Proposals	7/23/09	7/23/09	On Track		
SCO Finalize Evaluations & Selection Report	9/25/09	9/25/09	On Track		
DGS Review/Approval of Report	10/2/09	10/2/09	On Track		
SCO Submit SPR #4	10/5/09	10/5/09	On Track		
DOF Submit Section 11 Notification	10/26/09	10/26/09	On Track		
Stage II Contract Award	11/30/09	11/30/09	On Track		

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources		X		Reference Issue 2009-003
OneTime Cost	X			
Continuing Cost	X			

CA-PMM

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Contractor start date for Stage I	5/4/09	5/4/09	Completed		5/4/09
Stage I Deliverable 1 Due	5/21/09	5/21/09	Completed		5/21/09
Completion of Stage II contract terms and conditions negotiations	5/27/09	6/25/09	Rescheduled	Was not on critical path; any further delay could result delay to Stage II proposal submission	
Stage I Deliverable 2 - Final Due	7/23/09	7/23/09	On Track		
Submission of Stage II Proposals	8/7/09	8/7/09	On Track		
Submission of SPR #4	10/5/09	10/5/09	On Track		
Submission of Section 11 Notification	10/26/09	10/26/09	On Track		
Stage II Contract Award	11/30/09	11/30/09	On Track		

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			

CA-PMM

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Resources		X		Reference Issue 2009-003
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	1
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate engagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	1
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			2

See Issue
2009-003

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

Procurement Phase - two highly qualified vendors, that have experience with the selected COTS product on similar size and complexity projects, were selected for Stage 1.